New Request Cancel Existing Change Existing

**Direct deposit changes and new requests take one (1) full pay period to take effect. Therefore, you will receive a paper check while your account is validated through the pre-note process.**

L#:        Home Phone:

Name:        Work Phone:

Email:       \_\_\_\_\_\_\_\_\_\_\_

**WE ARE UNABLE TO PROCESS INCOMPLETE FORMS**

* **Please fill out the form in its entirety.**
* **Staple a voided check to this form for the setup of all checking accounts.**
* **For checking accounts, the bank routing number is the first 9 digits listed on the bottom of your check. For savings accounts, please contact your bank to obtain the routing number.**
* **For multiple accounts, please list them in the order of funding preference.**
* **If this is a change to an existing authorization, please complete the entire form as though you are setting it up for the first time.**
* **Paystubs can be accessed online in ExpressLane.**
* **Sign, date and return the form to Human Resources.**

Bank Name:        Account Type: Checking

Bank Routing #:        Savings

Account #:

$        -or-        % of your net pay to be deposited into this account

Bank Name:        Account Type: Checking

Bank Routing #:        Savings

Account #:

$        -or-        % of your net pay to be deposited into this account

Bank Name:        Account Type: Checking

Bank Routing #:        Savings

Account #:

$        -or-        % of your net pay to be deposited into this account

Signature Date

Payroll Office Use Only

Entered by: Date: